

Purchase Request and Funding Form

Cost Recovery Section, Region 6

This form is required to be completed for all purchases made through the EPA Purchase Card Program.

Complete this portion prior to purchase:

Name of Purchase Card Holder: ROBERT WERNER
Authorized Date of Purchase: 04/01/2013
Item(s) Purchased: Deed copies
Vendor: Hamner & Associates, Inc.
Total Costs: \$123.00
Object Class: 2616
Site Name: Delta Shipyard
SSID: 06GC
Pymt Method (Check/cr Card): Convenience Check #1061

Robert Werner 04/01/2013 214.665.6724
SIGNATURE OF PURCHASE CARD HOLDER DATE SIGNED BY PCO PCO'S PHONE #

SIGNATURE OF THIRD PARTY VERIFIER DATE SIGNED BY TPV TPV'S PHONE #

SIGNATURE OF APPROVING OFFICIAL * DATE SIGNED BY AO AO'S PHONE #

SIGNATURE OF SECTION CHIEF * DATE SIGNED BY SF SF'S PHONE #

* The need for Approving Official and/or Section Chief signatures on this form is dependent upon the type and/or dollar amount of the purchase card expenditure.

Comments: _____

Complete this portion after purchase:

Financial Data: DCN _____ Budget Fiscal Year: 2013

Account Numbers:

<u>T</u>	<u>06S</u>	<u>501EC7</u>	<u>06GCNS00</u>	<u>C001</u>	<u>2616</u>	<u>\$123.00</u>
FUND	ORG	PROGRAM	SITE/PROJECT	COST/ORG	OB CL	AMOUNT

SF027 Use Only:

Line #: _____ Statement Date: _____ BALANCE: _____

SIGNATURE OF FUNDS CERTIFYING OFFICER DATE SIGNED BY CO CO'S PHONE #

Date Allocated: _____

When form is completed, attach receipts to this form and attach this form to monthly log.